



101 EAST MARINE WAY  
KODIAK, AK 99615  
(907) 486-5920

KODIAKHISTORYMUSEUM.ORG

## Summer Gallery Assistant Job Description

Gallery assistants learn about and share Kodiak's history with visitors, greet and direct patrons, sell store merchandise, field research and membership inquiries, handle phone calls, and support the general museum operations. During regular hours and special events, gallery assistants ensure that the gallery is clean and that visitors follow the rules. They are responsible for monitoring and keeping exhibits safe while the gallery is open.

Assistants are often the first point of contact for visitors to the gallery. They promote current and upcoming exhibitions and help ensure that all works on display are treated with care and remain undamaged.

The primary purpose of this position is to provide gallery assistance during the busier tourism season which includes normal Museum operating hours and special cruise ship opening days

### Responsibilities

- Provide exceptional customer service and accurate site information to the public
- Demonstrate knowledge of the site offerings and programs
- Demonstrate an understanding of the store operations, policies and procedures
- Transact sales on point-of-sale system accurately and efficiently
- Assist in inventory control; help to maintain an orderly and attractive store and an organized stockroom by keeping merchandise filled and neatly displayed
- Fields research inquiries and directs them to the appropriate department
- Light janitorial functions around the Museum as needed
- Performs other duties as assigned

### Qualifications

- Demonstrate interest in the general philosophy, principles, and practices of museums
- Qualified applicants will have a strong interest in and/or knowledge of Kodiak's history
- Ability to communicate effectively with public audiences
- Strong communication skills
- Ability to be organized and self-directed
- Comfortable with computers including Microsoft Office and Point of Sale systems
- Must be able to work weekends and adapt to a flexible schedule

**Compensation: \$20/hour, part-time**

The position is part-time, seasonal running from **April through September**. Scheduling is flexible, allowing employees to choose between working only on designated cruise ship days or maintaining a consistent schedule of approximately 10 hours per week, depending on employee preference and operational needs.

Interested applicants should submit a resume and letter of interest via email to Kristin O'Lear, Executive Director at [director@kodiakhistorymuseum.org](mailto:director@kodiakhistorymuseum.org) or by mail to:

Kodiak History Museum  
Attn. Kristin O'Lear  
101 E Marine Way  
Kodiak AK 99615

This position will remain open until filled.

***We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.***